## FIRST AID AND INCIDENT REPORTING

[Organization Name] is committed to complying with the WCA, and in particular, Part 3.14-21 (Occupational First Aid), and Schedule 3-A - Minimum Levels of First Aid of the Regulation. This policy is intended to supplement the organization’s health and safety program and policies and shall be interpreted and applied in accordance with the requirements of the WCA and the Regulation.

It is the policy of [Organization Name] that all workers and staff must *immediately report* any workplace accident, injury or near miss on a project site to a supervisor and to management, as well as to any health and safety representative.

Management is committed to assisting all personnel after an incident or an injury and to taking all steps necessary to minimize future occurrences of the incident.

Timely and appropriate reporting of incidents will ensure necessary medical attention is rendered, the investigation process will begin, and all necessary internal and external reporting will take place.

DEFINITIONS

| “First Aid” | (a) In cases in which a person will need medical treatment, treatment for the purpose of preserving life and minimizing the consequences of injury until medical treatment is obtained, and  (b) Treatment of minor injuries that would otherwise receive no medical treatment or that do not need medical treatment. |
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| “First Aid Attendant” | A person who holds a valid first aid certificate issued by WorkSafeBC by a person recognized by WorkSafeBC and who is designated as a first aid attendant by the employer. |
| “Injured Worker” | A worker who suffers an injury during work. |
| “Injury” | Includes an occupational disease or illness. |
| “Medical Certificate” | A report in a form acceptable to WorkSafeBC from a physician registered under the *Medical Practitioners Act* as to a person's fitness to perform the functions of a first aid attendant. |
| “OFA” | Occupational First Aid |

POLICY

**First Aid Assessment, First Aid Stations, and First Aid Kits**

First aid assessments will be conducted annually by a first aid attendant with the assistance of management. First aid coverage will be assigned based on the results of these assessments.

The steps to conduct an assessment include (sourced from [WorkSafeBC](https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements)):

1. **Identify the number of workplaces:**
   1. First aid coverage should be based on the total workforce present at each workplace. If the assessment determines [Organization Name] has multiple workplaces, an assessment must be completed for each location.
2. **Identify the workplace hazard rating:**
   1. First aid coverage is also determined by the workplace hazard rating. This rating reflects the nature and extent of the risks and hazards in each workplace. WorkSafeBC uses three levels of hazard ratings: low, moderate, and high. The rating can be found on the classification unit description sent out every year or [Organization Name] may look up its classification unit online.
3. **Consider the surface travel time to a hospital:**
   1. The level of first aid service required changes if it would normally take more than 20 minutes to safely transport an injured worker to hospital by road or water.
4. **Determine the number of workers on a shift:**
   1. Different shifts may have different requirements. Be sure to account for all workers who may require first aid during a shift.
5. **Determine the required first aid services for each workplace:**
   1. By referring to the OHS Regulation and supporting Guidelines and consulting appropriate WorkSafeBC resources (see Forms and Resources below), you can best determine what first aid kits, facilities, emergency vehicles, and equipment you need.
6. **Review the assessment:**
   1. [Organization Name] must review steps 1 through 5 within one year of completing the assessment, or when there is a significant change in operations.

First Aid Kits

The organization shall at all times maintain a first aid station with a first aid kit aligned with the new CSA Z1220-17 standards. The first aid kit will be classified as personal, basic, intermediate, or advanced, depending on the workplace’s hazard rating, worker count, and proximity to medical aid. The kit must include required items such as PPE and, for advanced kits, oxygen therapy equipment. All kits must be maintained in good condition, with all items easily accessible and clearly labeled. The expense of furnishing and maintaining first aid appliances and services shall be borne by [Organization Name].

First Aid Stations

The first aid station shall contain the following:

* A first aid kit containing the items required by Part 3 of the Guidelines according to the appropriate worker count, work risk level and distance to medical aid; and
* A notice board displaying:
  + The WorkSafeBC “Notice to Workers” poster (PL9), as amended from time to time;
  + The valid first aid certificates of qualification of the trained workers on duty; and
  + An inspection card with spaces for recording the date of the most recent inspection of the first aid kit and the signature of the person making the inspection.

Also, first aid stations shall be located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.

First Aid Attendants

The organization shall at all times have a suitable number of trained first aid attendants present during all work activities, according to the number of workers, distance to medical aid, and industry hazard rating, as stated in Section 3.16 and Schedule 3-A of the *Regulation*. All first aid attendants will be qualified in accordance with Section 3.15 of the *Regulation*.

The first aid attendant is responsible, and has full authority, for all first aid treatment of an injured worker until responsibility for treatment is accepted at a place of medical treatment; by an ambulance service; or by a person with higher or equivalent first aid certification. The first aid attendant does not have authority to overrule a worker’s decision to seek medical treatment or the worker’s choice of medical treatment.

| First Aid Certifications in British Columbia: | |
| --- | --- |
| Basic First Aid: | Basic level first aid training and certification (formerly OFA Level 1) |
| Intermediate First Aid: | Intermediate level first aid training and certification, course duration reduced from 5 days to 2 days (formerly OFA Level 2) |
| Advanced First Aid: | Advanced level of first aid training and certification (formerly OFA Level 3) |
| OFA Transportation Endorsement: | Training required for transportation of injured workers as required by Schedule 3-A |

**First Aid Responsibilities**

Management

* Ensure that the employer’s commitment to provide first aid equipment, services and supplies is met.
* Ensure written instructions are developed and implemented to address the first aid requirements for summoning first aid, treating, and transporting injured workers.
* Direct workers to report all injuries or industrial diseases.
* If required, provide an accurately completed Form 7 and forward it to WorkSafeBC.
* Direct that first aid attendants have sufficient time to assess, treat, document, and follow up on injured workers.
* Instruct all workers on written procedures regarding who and how to call for first aid, transportation of injured workers and access/egress routes.
* Assign responsibility to monitor and ensure first aid attendants maintain current occupational first aid certification at the worksite.
* Assign responsibility to inspect and maintain first aid supplies in accordance with the new CSA Z1220-17 standards for first aid kits, ensuring that any new components, such as PPE and oxygen therapy kits, are included where required.

First Aid Attendants

* Maintain current appropriate Occupational First Aid Certification for the worksite, aligned with the new CSA Z1210-17 standards.
* Provide injured workers with prompt assessment and treatment within the scope of the attendant’s training, following the updated certification standards for basic, intermediate, and advanced levels.
* Objectively and accurately record all observed signs and symptoms of injuries/illnesses and their treatments in the First Aid Record including subsequent treatments.
* Provide any information that will assist the worker’s supervisor in determining any task that the injured worker can perform without aggravating their injuries.
* Refer injured workers to medical attention when any injuries/illnesses are recognized as being serious or beyond the scope of the attendant’s training.
* Notify the worker’s supervisor when the injured worker is referred to medical aid and an accident investigation is required.
* Complete appropriate paperwork for all injuries or illnesses that are referred to medical attention.
* Conduct follow-up with the injured worker as necessary, thoroughly document the assessments, treatments and any resulting action.
* Clean and maintain the first aid room.
* Inspect supplies and equipment to ensure minimum requirements are maintained according to Part 3 of the Regulation and the Guidelines.

Workers

* Report all incidents to their immediate supervisor.
* Immediately report all injuries or industrial disease, regardless of the extent or injury, to a supervisor or first aid attendant.

First Aid Records

* [Organization Name] will maintain at the workplace, in a form acceptable to the Board, a record of all injuries and exposures to contaminants covered by the Regulation that are reported or treated.
* First aid records must be kept for at least 3 years.
* First aid records are to be kept confidential and may not be disclosed except as permitted by the Regulation or otherwise permitted by law.
* First aid records must be available for inspection by an officer of WorkSafeBC.
* Workers may request or authorize access to their first aid records for any treatment or report about themselves.

FIRST AID PROCEDURES

[Organization Name] must keep up-to-date written procedures for providing first aid at the worksite including:

* the equipment, supplies, facilities, first aid attendants and services available;
* the location of, and how to call for, first aid;
* how the first aid attendant is to respond to a call for first aid;
* the authority of the first aid attendant over the treatment of the injured worker;
* the responsibility of [Organization Name] to report injuries to WorkSafeBC;
* who is to call for transportation for the injured worker, and the method of transportation and calling; and
* prearranged routes in and out of the workplace and to medical treatment.

[Organization Name] must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, [Organization Name] must adopt other measures to ensure that the information is effectively communicated to workers.

The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the applicable procedures.

Annual Drills

[Organization Name] will ensure that a drill is conducted, at minimum annually, to verify that its employees are aware of how to call for first aid, determine how well the communication system works, and the ability of first aid attendants to respond. These drills will also assist [Organization Name] in determining if the first aid services need to be enhanced. A drill will also be conducted if there are significant changes to work procedures.

First Aid Inspections

[Organization Name] shall ensure that its first aid kits and their contents are checked regularly, but no less than quarterly (four (4)) times a year, to ensure that they are in good working order.

EMERGENCY TRANSPORTATION

The organization shall ensure that emergency transportation is available at all times, as per the regulations. The selected method of emergency transportation must:

* Safely transport the injured worker (secured to a stretcher) and a first aid attendant.
* Provide effective communication between the first aid attendant and the operator of the vehicle.
* Be equipped to protect injured workers from weather, dust, and excessive jarring, while maintaining their normal body temperature.

If air transportation is required for remote workplaces, an appropriate aircraft must be available and ready for emergency use, with stretchers and other necessary medical equipment compatible with the aircraft.

## ACCIDENT REPORTING PROCEDURES

Fatalities and Serious Injuries

Serious injuries are those that are life-threatening or could cause permanent injury. Serious injuries include traumatic injuries such as major fractures, amputations, and serious burns. Serious injuries also include incidents such as exposure to chemicals and heat and cold stress, as these could result in life-threatening conditions or cause permanent impairment. The following incidents must also be reported immediately using the Prevention Information line:

* A worker is seriously injured or killed on the job.
* There is a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation.
* There is a major release of a hazardous substance.
* There is a diving incident.
* There is a dangerous incident involving a fire or explosion that had potential for causing serious injury to a worker.
* There is a blasting incident that results in personal injury or injuries.

Report **fatalities/serious injuries** immediately to:

* The police
* The director of the program area
  + **If you are not employed by the B.C. Provincial Government please call WorkSafeBC at 1-888-621-SAFE (7233)**
* WorkSafeBC's Prevention Emergency Line:
  + Lower Mainland: 604-276-3301
  + Toll-free: 1-888-621-7233

An investigation is also required for those incidents outlined above.

Prior to Notification

Prior to calling, [Organization Name] will address any workplace conditions that could be hazardous to others and ensure that the worker(s) are receiving first aid and medical treatment.

The Scene

Note: the scene of the incident must remain undisturbed except to:

* Attend to someone who was injured or killed
* Prevent further injuries
* Protect property that is in danger

72 Hours Reporting Requirement

Report the following within 72 hours if:

* A first aid attendant recommends an employee seek medical treatment
* The injury requires medical treatment
* The worker receives medical treatment for the injury
* The worker is unable to return to work beyond the day of the injury
* The injury or accident results, or is claimed to result, in the breakage of an artificial member, eyeglasses, dentures or a hearing aid
* The employee or WorkSafeBC has requested that an employer's report be sent

Occupational Illnesses

If a worker or former worker advises [Organization Name], either directly or through another person (such as the worker’s representative or lawyer), that they have an occupational illness, or that a claim involving an occupational illness has been filed with WorkSafeBC by or on behalf of the worker, then it must be reported.

In the event of a workplace accident, injury or near miss, a worker must:

1. Seek out, or assist with seeking out, immediate medical assistance, such as by dialling “9-1-1”;
2. Immediately notify, or help notify, a supervisor, a member of management or the representative;
3. Cooperate fully with and assist in securing the incident scene;
4. Cooperate fully and assist with any investigation into the incident;
5. Refrain from tampering with any evidence or other items at the incident scene, including any tools, equipment.

Management

In the event of a workplace accident, injury or near miss, management shall:

1. Immediately notify emergency response personnel (i.e., police and paramedics) by calling 911 if they have not been notified already;
2. Immediately notify WorkSafeBC and the representative;
3. Assume control of and preserve the incident scene as soon as possible;
4. Carry out a detailed investigation as soon as possible;
5. Obtain the names of and obtain statements from any and all relevant witnesses by having them complete a statement;
6. Take photographs of the incident scene;
7. Collect all relevant records and other information, such as maintenance reports and equipment inspection records;
8. Attempt to identify the cause(s) of the incident;
9. Submit a *written Preliminary Investigation Report* to WorkSafeBC *within 48 hours* of the incident occurring;
10. File a completed WorkSafeBC Form 7 and submit to WorkSafeBC *within three (3) business days* of the incident occurring;
11. Prepare and implement a preventative action plan; and
12. Submit a *written FULL Investigation Report* to WorkSafeBC *within 30 days* of the incident occurring.
    1. Note: WorkSafeBC’s Form 7 can also be obtained from WorkSafeBC’s website.
13. In the case of a *non-fatal* accident or injury to a worker:
14. Immediately notify emergency response personnel (i.e., police and paramedics) by calling 911 if they have not been notified already;
15. Immediately notify WorkSafeBC and the representative;
16. Assume control of and preserve the incident scene as soon as possible;
17. Carry out an investigation (if applicable);
18. Obtain the names of and obtain statements from any and all relevant witnesses by having them complete a statement;
19. Take photographs of the incident scene;
20. Collect all relevant records and other information, such as maintenance reports and equipment inspection records;
21. Attempt to identify the cause(s) of the incident;
22. If applicable, prepare a *written* investigation report and submit it to the representative *within three (3) days* of the incident occurring;
23. If applicable (i.e., if [Organization Name] has been ordered to do so by WorkSafeBC) prepare a *written* investigation report and submit it to WorkSafeBC *within three business (3) days* of the incident occurring;
24. If applicable, file a completed WorkSafeBC Form 7, *within three (3) days* of the incident occurring.
25. Prepare and implement a preventative action plan.
26. In the case of an *occupational illness*:
27. Keep a record upon receiving notice of an occupational illness from a current or former worker, either directly or indirectly; and
28. Notify WorkSafeBC, and the representative in writing of the notice of occupational illness *within three (3)* days of receiving it.
29. In the case of a *non-fatal and non-serious accident* or *near miss* at a project site:
30. Assume control of and preserve the incident scene as soon as possible;
    1. Carry out an investigation;
    2. Obtain the names of and obtain statements from any and all relevant witnesses by having them complete a statement;
31. Take photographs of the incident scene;
    1. Collect all relevant records and other information, such as maintenance reports and equipment inspection records;
32. Attempt to identify the cause(s) of the incident;
    1. Prepare a *written* investigation report and submit it to WorkSafeBC and to the representative, *within three (3) days* of the incident occurring; and
33. Prepare and implement a preventative action plan.

Representative

In the event of a workplace accident, injury or near miss on a project site, the representative shall:

1. In the case of a serious *injury* to a worker or a *fatality*:

* Attend the incident scene and notify emergency response personnel (i.e., police and paramedics) if they have not been notified already;
* Conduct an investigation into the incident;
* Prepare a written report of their investigation; and
* Provide a copy of their written investigation report to WorkSafeBC.

1. In the case of a *non-fatal* accident or injury to a worker:

* Obtain a report of the incident from management; and
* If necessary, investigate the incident and make recommendations to management;

1. In the case of an *occupational illness* that has been reported to management:

* Obtain particulars of the report from management; and
* If necessary, investigate the incident and make recommendations to management;

1. In the case of a *non-fatal and non-serious accident* or *near miss* at a project site:

* Obtain a report of the incident from management; and
* If necessary, investigate the incident and make recommendations to management.